MHLEPQ
MENTAL HEALTH LIVED EXPERIENCE PEAK QUEENSLAND

SHOP 4, 67 ASTOR TERRACE
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WHISTLEBLOWER POLICY

1. Purpose

1.1 The purpose of this policy is:

1.1.1 to encourage disclosures of wrongdoing;

1.1.2 deter wrongdoing, in line with MHLEPQ's risk management and governance framework;

1.1.3 to ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;

1.1.4 to ensure disclosures are dealt with appropriately and on a timely basis;

1.1.5 to support MHLEPQ's sustainability and reputation.

2. Scope

2.1 This policy may cover the following types of wrongdoing:

2.1.1 illegal conduct, such as theft, violence or threatened violence, and criminal damage against property;

2.1.2 fraud, money laundering or misappropriation of funds;

2.1.3 offering or accepting a bribe;

2.1.4 failure to comply with, or breach of, legal or regulatory requirements;

2.1.5 engaging in or threatening to engage in detrimental conduct against a person who has made a disclosure or is believed or suspected to have made, or be planning to make, a disclosure;

2.1.6 engaging in activity that poses a significant risk to public safety;

2.2. This policy does not cover:

2.2.1. Personal work-related grievances or conflict;

2.2.2. A decision that does not breach a workplace law;

2.2.3. A performance management decision;

2.2.4. A complaint of general operational nature;

2.2.5. A complaint about service that does not meet expectations, unless it breaks a law

3. Responsibilities

3.1 The MHLEPQ's Directors are responsible for adopting the whistleblower policy, and for nominating the organisation's Whistleblower Protection Officer (WPO). The Whistleblower Protection Officer is responsible for:

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3.1.1 coordinating an investigation into any report received from a whistleblower, and
3.1.2 documenting and handling all matters in relation to the report and investigation, and
3.1.3 finalising all investigations.

3.2 The MHLEPQ WPO will be the Chair of the Nominations, Remuneration and Governance Committee.

3.3 MHLEPQ's CEO is responsible for the implementation of the whistleblower policy. All staff and all volunteers are responsible for reporting breaches of general law, organisational policy, or generally recognised principles of ethics to a person authorised to act on such breaches.

4. Definitions

A whistleblower is a person (being a director, manager, employee or contractor of, or volunteer of the MHLEPQ) who, whether anonymously or not, makes, attempts to make or wishes to make a report in connection with reportable conduct and wishes to avail themselves of protection against reprisal for having made the report.

5. Concerns

5.1. Where an individual believes in good faith on reasonable grounds that an employee, volunteer or contractor has breached any provision of the general law, that employee can report their concern to the CEO.

5.2. If the person believes that the CEO or any of the Board Directors are;
5.2.1. complicit in the breach; or
5.2.2. committing the breach
the person may make report their concern to the MHLEPQ Governance and Remuneration Committee directly.

6. Protections

6.1. The person making their concern known shall not suffer any sanctions from or be disadvantaged by the organisation on account of their actions in this regard provided that their actions:
6.1.1. are in good faith, and
6.1.2. are based on reasonable grounds, and
6.1.3. conform to the designated procedures.

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6.2. Reporting such a breach does not necessarily absolve the complainant from the consequences of any involvement on their own part in the misconduct.

7. Reporting

7.1. Any report should, where possible, be in writing and should contain, as appropriate, details of:

- 7.1.1 the nature of the alleged breach;
- 7.1.2 the person or persons responsible for the breach;
- 7.1.3 the facts on which the complainant's belief that a breach has occurred, and has been committed by the person named, are founded;
- 7.1.4 the nature and whereabouts of any further evidence that would substantiate the complainant's allegations, if known.
- 7.1.5 Evidence to support such concerns should be brought forward at this time if it exists.
- 7.1.6 In contemplating the use of this policy a person should consider whether the matter of concern may be more appropriately raised under MHLEPQ's Complaints Policy.

8. Anonymity

8.1. If the whistleblower wishes to make their complaint anonymously, their wish shall be honoured except insofar as it may be overridden by due process of law. The complainant should, however, be informed that the maintenance of such anonymity may make it less likely that the alleged breach can be substantiated in any subsequent investigation.

8.2. Where anonymity has been requested the complainant is required to maintain confidentiality regarding the issue on their own account and to refrain from discussing the matter with any unauthorised persons.

8.3. Confidentiality of the Whistleblower will be maintained in documents by redacting the whistleblowers name or personal details

9. Investigation

9.1. All disclosures under this policy will be referred to the MHLEPQ Nomination, Remuneration and Governance Committee. On receiving a report of a breach, the committee shall:

- 9.1.1. if they believe the behaviour complained of to be unquestionably trivial or fanciful, dismiss the allegation and notify the person making the allegation of their decision
- 9.1.2. if they believe the behaviour complained of to be neither trivial nor fanciful, an investigation progress shall commence. An investigation following the MHLEPQ By-law for handling of concerns about performance or conduct will be commenced to ensure all relevant questions are addressed, the scale of the investigation is in proportion to

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the seriousness of the allegation(s) and sufficient resources are allocated.

10. External Reporting Entities

10.1. The board may, on the recommendation of the MHLEPQ Nominations, Remuneration and Governance Committee, nominate external persons or agencies to which disclosures may be made under the protections offered under this policy. The MHLEPQ Nomination, Remuneration and Governance Committee may refer a matter under investigation to either the MHELPQ General Meeting or a relevant authority if the Committee feel the organisation have not sufficiently dealt with the whistleblowers complaint or if the committee feels a legal offence has occurred.

11. Information to Informant

11.1. Subject to considerations of the privacy of those against whom the allegations are made and customary practices of confidentiality, the whistleblower will be kept informed of:
11.1.1.relevant progress of an investigation
11.1.2.relevant outcomes of an investigation.